



Accounting Technician I/II

Class Specification

Revised 9/23

Class ID: 310

Unit: CONF

Probation: 6 Months

FLSA: Non-Exempt

DEFINITION

Under general supervision, provides a variety of routine to difficult financial, treasury and accounting work; may perform general office support duties; prepares reports related to budget, payroll, and staffing costs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Accounting Manager and functional and technical direction from professional Finance staff. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS

This journey level specialist class performs complex or difficult accounting support or payroll work requiring independent judgment or the application of technical skills.

The Accounting Technician I - This is the entry level class of this accounting support series. Initially under close supervision, incumbents learn City and municipal accounting support procedures. As experience is gained, there is greater independence of action within established guidelines.

The Accounting Technician II - This is the journey level class of this series, fully competent to independently perform a variety of technical support duties related to accounting, budget, and payroll. This class performs assignments requiring independent judgment and the application of technical and sub-professional accounting skills. This class differs from Accounting Technician I in that it performs assignments requiring a higher level of accounting knowledge and involving work on special projects related to the budget and reporting.

Positions in the Accounting Technician class series are flexibly staffed and positions at the Accounting Technician II level are normally filled by advancement from the Accounting Technician I level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Perform responsible accounting, treasury or financial technical support work in such areas as general ledger, payroll, investments, cash management, and bond maintenance.

Establish, maintain and update confidential information and data in manual and computerized employee record files.

Review, proof, verify and balance confidential payroll data submitted by departments, ensuring compliance with policies and laws.

Reconcile all payroll deductions and submit for payment.

Generate various computer records, reconcile with corresponding reports, prepare required accompanying documentation and submit to the appropriate agency.

Prepare, verify, and distribute various periodic reports.

Review and analyze the general ledger, resolving any discrepancies.

Update and reconcile various worksheets and prepare year-end journal entries.

Prepare and review drafts of audits and assist auditors by preparing and providing required materials and information and explaining City policies and procedures.

Monitor special assessments by examining and balancing monthly statements, calculating the distribution of interest income, reviewing billings and calculating remittances, and updating computer programs to reflect tax rolls.

Compare actual expenditures with appropriations and research and resolve any problems or issues.

Edit budget narrative and figures.

Review and input current, amended, and new budget and revenue figures for inclusion in the annual budget.

Prepare various graphics and file in the budget preparation process; use financial software application to enter data and generate reports and operate standard office equipment.

Research and assemble information from a variety of sources for the completion of forms or the preparation of reports.

Make complex arithmetic, financial or statistical calculations; provide information to representatives of financial institutions, the public or the City staff that requires the use of judgment and the interpretation of policies, rules or procedures.

Perform a variety of administrative support work such as organizing and maintaining various files, typing correspondence, reports, forms, and specialized documents, and proofreading and checking materials for accuracy, completeness and compliance with City policies and regulations.

Organize work, set priorities and follow-up to ensure coordination and completion of assigned work.

Prepare journal entries and maintain the general ledger and subsidiary ledgers.

Assist in the performance of the year-end review of accounts.

Review drafts of audit reports.

Assist with development of the City's five-year forecast and annual budget.

Maintain spreadsheets on City projects and ensure compliance with grants and other legal requirements as related to staff costs.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Financial recordkeeping, bookkeeping and basic governmental accounting principles and practices.

- Basic auditing principles and practices.
- Office management practices and procedures, including filing and the operation of standard office equipment.
- Business arithmetic, including percentages and decimals.
- Correct business English usage and the standard format for typed materials.
- Business data processing principles and the use of word processing equipment.
- Fair Labor Standards Act and other relevant laws, rules, and regulations.

Skill or Ability to:

- Organize, prioritize, and coordinate work activities.
- Prepare, maintain, and reconcile various complex financial, accounting, payroll, statistical, auditing, and numerical records.
- Read, interpret, and apply rules, policies, and procedures.
- Review and interpret financial reports.
- Organize, research, and maintain confidential files and documents.
- Make arithmetic calculations with speed and accuracy.
- Use initiative and sound independent judgment within established guidelines.
- Operate standard office equipment and software applications related to assignment, including a personal computer.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Accounting Technician I:

- Education: Possession of a high school diploma or equivalent.
- Experience: Four (4) years of bookkeeping, payroll, accounting, treasury or financial support experience at a level equivalent to Accounting Assistant I/II or two (2) years of similar experience at a level equivalent to Senior Accounting Assistant. Specialized business or college level coursework in accounting or bookkeeping and experience in a governmental or municipal setting are desirable.

Accounting Technician II:

- Education: Possession of a high school diploma or equivalent.
- Experience: Five (5) years of bookkeeping, payroll, accounting, treasury, or financial support experience at a level equivalent to Accounting Assistant I/II or three (3) years of similar experience at a level equivalent to Accounting Technician I. A college degree in business or accounting is desirable.

License and Certificate:

This classification requires the ability to travel independently within and outside of City limits.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard

or calculator and to operate standard office equipment. Positions in this classification frequently sit for prolonged periods of time, bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Standing in and walking between work areas is frequently required. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.